Brede EXPOSITION SERVICES
Allied Convention Service, Inc.
www.bredeallied.com

2502 Lake Orange Drive
Orlando, FL 32837
Ph: 407.851.0261
Fax: 407.859.3904
info@bredeallied.com

DISTRIBUTECH®
CONFERENCE & EXHIBITION

FEBRUARY 9-11, 2016 + ORANGE COUNTY CONVENTION CENTER, WEST HALLS A3 A4 B + ORLANDO, FL

- Payment Terms
- Shipping Information
- Target Move In Info
- Material Handling
- Limits of Liability
- Furniture
- Carpet
- Custom Carpet
- Cleaning
- Rental Units
- Cabinets
- Graphics
- Union Regulations
- Labor/Lift
- Accessible Storage
- Sign Hanging
- Non Official EAC

Official Service Contractor

Brede/Allied Convention Service, Inc.
2502 Lake Orange Drive
Orlando FL 32837

Phone: 407-851-0261
Fax: 407-859-3904

An Exhibitor Service Concierge will be available on site during move-in, show hours and move-out 321-228-8958

Exhibitor Services Contact

Jared Auld, Exhibitor Services Manager — Phone: 918-831-9440
Sarah Raunikar, Exhibitor Services Manager — Phone: 918-831-9740
PennWell Corporation — Fax: 918-831-9729
1421 South Sheridan Rd — Email: Jared - jareda@pennwell.com
Tulsa OK 74112 — Sarah - sarahr@pennwell.com

Exhibit Information

Backwall Drape:	Black
Siderail Drape:	Black
Exhibit Hall Carpet:	Exhibitors are required to carpet their booth
Aisle Carpet Color:	Tuxedo

Important Dates (Check all order forms for additional deadlines)

Non Official Exhibitor Appointed Contractor :		Friday	January 8, 2016			
Brede/Allied Custom Carpet/Booth Rental Advanced Deadline Date:		Friday	January 8, 2016			
Brede/Allied Advanced Order Deadline:		Friday	January 22, 2016			
Advance Freight Deadline: (without surcharge)		Tuesday	January 26, 2016			
Target Move-in (site delivery):	Friday	February 5, 2016	8:00 AM	—	5:00 PM	
Island Exhibit Move-in:	Saturday	February 6, 2016	8:00 AM	—	5:00 PM	
General Exhibit Setup:	Sunday	February 7, 2016	8:00 AM	—	5:00 PM	
	Monday	February 8, 2016	8:00 AM	—	5:00 PM	
Show Hours:	Tuesday	February 9, 2016	11:00 AM	—	6:00 PM	
	Wednesday	February 10, 2016	10:00 AM	—	5:00 PM	
	Thursday	February 11, 2016	10:00 AM	—	2:00 PM	
Exhibit Move-out:	Thursday	February 11, 2016	2:00 PM	—	10:00 PM	
	Friday	February 12, 2016	8:00 AM	—	1:00 PM	
Freight Re-Route Time:	Friday	February 12, 2016	1:00 PM			

order online @ Bredeallied.com

Shipping Information

ADVANCE WAREHOUSE:
Company Name, Booth Number
DISTRIBUTECH 2016
Brede/Allied
2502 Lake Orange Dr
Orlando, FL 32837

SHOW SITE:
Company Name, Booth Number
DISTRIBUTECH 2016
Brede/Allied
@ Orange County Convention Center
9800 International Dr
Orlando, FL 32819

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DISTRIBUTECH CONFERENCE & EXHIBITION

Concierge Service

A Brede/Allied representative will be in the exhibit hall to provide concierge services during service desk hours. We want to make your experience easy and successful.

Contact your concierge to:

- Order Brede/Allied Services from your booth space
- Alert the Brede/Allied Service Desk you are ready for your scheduled labor
- Provide assistance and answers to any show related question

Concierge Show Site Phone – 321-228-8958

Service Desk Hours:

Set Up				
Friday	2/5/16	8:00 AM	-	5:00 PM
Saturday	2/6/16	8:00 AM	-	5:00 PM
Sunday	2/7/16	8:00 AM	-	5:00 PM
Monday	2/8/16	8:00 AM	-	5:00 PM
Show Days				
Tuesday	2/9/16	8:00 AM	-	6:00 PM
Wednesday	2/10/16	8:00 AM	-	5:00 PM
Thursday	2/11/16	8:00 AM	-	2:00 PM
Move Out				
Thursday	2/11/16	2:00 PM	-	10:00 PM
Friday	2/12/16	8:00 AM	-	3:00 PM

Find more on Bredeallied.com

Brede EXPOSITION SERVICES
Allied Convention Service, Inc.
www.bredeallied.com

Advance Order
Discount Deadline:
January 22, 2016

2502 Lake Orange Drive
Orlando, FL 32837
Ph: 407.851.0261
Fax: 407.859.3904
info@bredeallied.com

Payment Authorization

DISTRIBUTECH® CONFERENCE & EXHIBITION

TERMS:

- By submitting this form or ordering materials or services from Brede/Allied, you agree to the terms set forth in this service manual.
- Place order by mail, fax or online at: bredeallied.com. A credit card on file is required when using Brede/Allied. Orders received without payment and credit card authorization will not be processed.
- To receive discount pricing, order forms and full payment must be received by the deadline date on each form. Purchase Orders are not considered advance payment. Payment may be made by company check, wire or credit card authorization.
- Any additional costs incurred for orders or services placed at show site, including labor and material handling, are due and payable upon presentation of the invoice. All adjustments must be made at show site. *All accounts must be settled at the Brede/Allied service desk prior to show closing. Your show site representative must be made aware of this policy and have means of payment, unless credit card authorization below is signed. It is the responsibility of your show site representative to review the Statement of Account prior to the close of the show.* ABSOLUTELY NO CREDITS WILL BE ISSUED AFTER FEBRUARY 12, 2016.
- The exhibiting firm is primarily responsible for payment of all charges.
- INTERNATIONAL EXHIBITORS: We require 100% pre-payment of advance orders. Payment must be rendered by cash, wire or check payable in U.S. dollars drawn on a U.S. account, American Express, MasterCard, Discover or Visa credit cards. Drayage charges are separate from shipping and customs charges.

METHOD OF PAYMENT

☐ *Check*

Made payable to : Allied Convention Service, Inc. & drawn on US Funds.

Check #_____Date_____ Amount $_____

☐ *Credit Cards* (Credit card is required for payment guarantee)

We authorize Brede/Allied to charge any additional amounts incurred by me or my show representative, including material handling & labor charges. If credit card is declined, standard floor pricing prevails.
Charge to (check below):

☐ Visa ☐ MasterCard ☐ American Express ☐ Discover

☐ *Wire Transfer*

IF PAYING BY WIRE TRANSFER, PLEASE SUBMIT A *COPY OF THE OUTGOING WIRE TRANSFER* INCLUDING SEQUENCE NUMBER *WITH YOUR ORDER* TO BREDE/ALLIED. *SEND THE PAYMENT* INCLUDING THE ESTIMATED TOTAL PLUS A $35.00 SERVICE CHARGE TO:

Allied Convention Service, Inc.
DBA Brede Exposition Services
c/o SunTrust Bank, Central Florida, NA
Account Number: 1000050720647
Bank Routing Number: 061000104

Wire Transfer Sequence Number_____

Amount of transfer without service charge_____

Account Number _____Expiration Date _____CVS#_____

Card Holder Name:_____Signature: _____

Card Holder Billing Address: _____City/State/Zip: _____

Card Holder Phone:_____Fax: _____

Card Holder Email:_____

ORDER SUMMARY

Furniture (Brede/Allied Only)	$	*Labor (estimate)*	$
Carpet	$	*Material Handling (estimate)*	$
Custom Rental Exhibits	$	*Other Brede/Allied Services*	$
Cleaning	$	Total Due	$
Graphics	$		

☐ Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME:_____BOOTH#_____

dtech

order online @ Bredeallied.com

Brede EXPOSITION SERVICES
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Advance Order
Discount Deadline:
January 22, 2016

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info@bredeallied.com

DISTRIBUTECH® CONFERENCE & EXHIBITION

Third Party Billing

WE UNDERSTAND AND AGREE THAT THE EXHIBITING COMPANY IS ULTIMATELY RESPONSIBLE FOR PAYMENT OF CHARGES. IN THE EVENT THE NAMED THIRD PARTY DOES NOT DISCHARGE PAYMENT PRIOR TO THE CLOSE OF THE SHOW, CHARGES WILL REVERT TO THE EXHIBITING COMPANY. ALL INVOICES ARE DUE AND PAYABLE UPON RECEIPT. THE ITEMS CHECKED BELOW ARE TO BE CHARGED TO THE THIRD PARTY:

_____ All Brede/Allied Services
_____ Furniture/Carpet
_____ Custom Rental Exhibit
_____ Installation/Dismantle Labor
_____ Booth Cleaning
_____ Material Handling In/Out
_____ Miscellaneous Charges
_____ Other _____
Please Specify

This form must be completed by both companies and returned no later than January 22, 2016 as agreement to payment authorization terms.

Exhibiting Company Name_____Booth_____
3rd Party Company Name_____
Authorized By_____ Title_____
Signature_____
Email Address _____

PAYMENT INFORMATION

CREDIT CARD INFORMATION - CREDIT CARD IS REQUIRED FOR SERVICES RENDERED**:**

We authorize Brede/Allied to charge any additional amounts incurred by me or my show representative, including material handling and labor charges. If credit card is declined, standard-Floor pricing prevails.

Charge to :(check one) ___ MasterCard ___Visa ___American Express ___Discover
Account Number _____Expiration Date _____CVS#_____
Card Holder Name:_____Signature: _____
Card Holder Billing Address: _____City/State/Zip: _____
Card Holder Phone:_____Fax: _____
Card Holder Email:_____

CHECK PAYMENT OPTION: Made Payable to: Allied Convention Service, Inc. and drawn in US funds.

Check #_____Date_____ Amount $_____
****Wire Transfers are available. Please contact Customer Service for details.**

☐ Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME:_____BOOTH#_____

dtech

order online @ Bredeallied.com

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Freight Delivery Options

DISTRIBUTECH CONFERENCE & EXHIBITION

MOVE-IN

WAREHOUSE SHIPMENTS:

A benefit of shipping to the warehouse is the ability to trace your shipment prior to move-in to verify delivery to the warehouse. Simply contact Brede/Allied prior to the show, provide them with the DISTRIBUTECH company name and booth number, and ask them what they have on record as being received. This allows you sufficient time to trace any shipments not yet delivered. Warehouse freight is typically delivered prior to exhibitor move-in, thus alleviating the risks of labor charges being incurred while waiting on your freight to be delivered.

SHOW SITE SHIPMENTS:

It is important for island booths to receive a target time for show site deliveries on Friday, February 5, 2016. General Island move-in begins Saturday, February 6, 2016 with no appointment. Please refer to the targeted move-in instructions. **It is not necessary for the exhibitor to be present or begin set up at this time,** this is simply a procedure designed to facilitate expeditious freight move-in. Carriers not checked in during targeted times will incur an off-target charge of $10.00 per cwt; therefore, it is important to inform your carrier of the "target window" designated for your booth. If your carrier arrives and you do not have an appointment, you will incur the charge. All shipments must have certified weight tickets in order to be unloaded. A marshaling yard fee of $15.00 per shipment will be assessed each time your carrier checks in.

MOVE-OUT

Procedures for move-out are the same for all. **Please allow 5 - 6 hours for the complete return of empty crates from storage.** Properly fill in a separate bill of lading for each shipment and return paperwork to the service desk when your booth is dismantled and you are completely packed. Contact with the outbound carrier is the responsibility of each exhibitor, except when utilizing the house carrier. Exhibitors who leave their freight without completing a bill of lading or simply leave their bill of lading in the booth area, may incur additional fees.

Find more on Bredeallied.com

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Shipping Information

DISTRIBUTECH® CONFERENCE & EXHIBITION

Brede/Allied will receive your shipment(s) either in advance at our local warehouse or directly at the exhibit site. You may ship via the carrier of your choice. Ship prepaid, collect shipments will not be accepted.

SHIPPING INFORMATION	
Advance Warehouse: **Must arrive no later than,** **Tuesday, January 26, 2016** **to obtain advance pricing.** **Freight will be accepted at the warehouse until 2/4/16 with late surcharge applied.**	**DISTRIBUTECH 2016** Company Name & Booth # Brede/Allied 2502 Lake Orange Dr Orlando, FL 32837
Direct - Show Site: **Target Move-in:** **Friday, February 5, 2016** **Freight without a scheduled appointment will be assessed an off target charge (see Material Handling form).** **Islands without appointment:** **Saturday, February 6, 2016** **General Move-in:** **Sunday, February 7, 2016** **Monday, February 8, 2016**	**DISTRIBUTECH 2016** Company Name & Booth # Brede/Allied @ Orange County Convention Center 9800 International Dr Orlando, FL 32819

For rates see the Material Handling Order Form.

ADVANCE SHIPMENTS TO BREDE/ALLIED WAREHOUSE - crates, cartons, fiber cases only**:**
Rates include:

- Unloading crated materials only. The warehouse cannot receive **uncrated** shipments.
- Storing at the warehouse for up to 30 days.
- Reloading onto our trucks and delivery to the exhibit site.
- Unloading materials and delivery to your booth.
- Picking up, storing and returning empty shipping containers.
- Reloading out freight for return onto your carrier

DIRECT SHIPMENTS TO EXHIBIT SITE:
Rates include:

- Unloading materials and delivery to your booth.
- Picking up, storing and returning empty shipping containers.
- Reloading equipment for return to your specified destination.

Find more on Bredeallied.com

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Shipping Information (continued)

Read the "LIMITS OF LIABILITY" form included in this service manual for extremely important information concerning shipping and Material Handling.

Please prepay all shipping charges. Brede/Allied cannot accept or be responsible for collect shipments.

All shipments must have a bill of lading or delivery slip showing the number of pieces, weight and type of merchandise. Upon shipping, immediately send copies of bills of lading to Brede/ Allied and the name of your on-site representative.

Certified weight receipts are required for all shipments. Brede/Allied will estimate weight for private vehicles without certified weight receipts.

Separate mixed van shipments between crated and uncrated and clearly identify the weights of each bill of lading.

All shipments must be consigned C/O Brede/Allied to enable us to accept them for handling. Convention centers and hotels will not accept direct shipments consigned to them, as they have no facilities for receiving or storing freight.

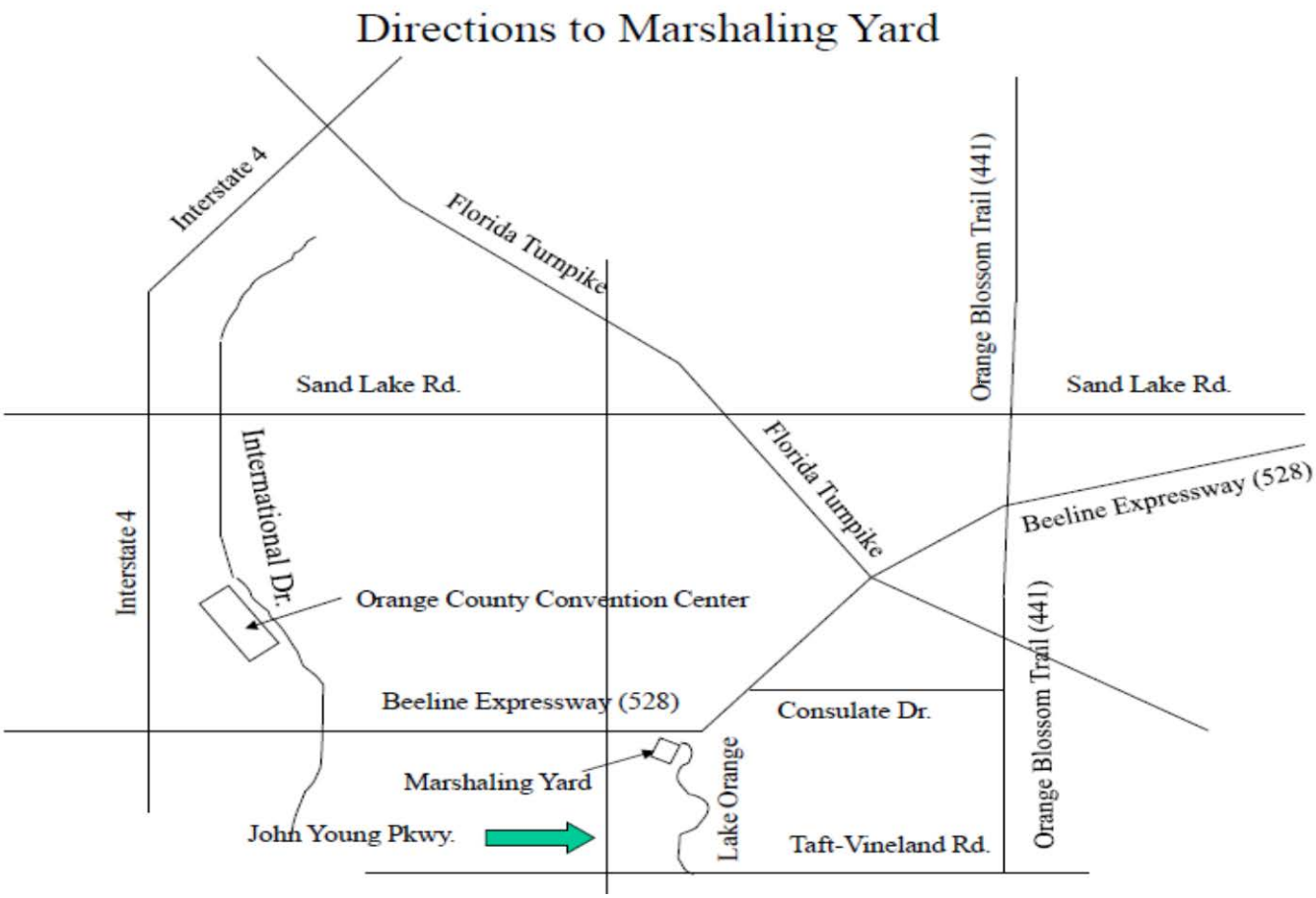
Labor and equipment for unloading and loading are included in the Material Handling rates. Labor and equipment will be available for uncrating, unskidding, assembling, positioning, leveling, dismantling, recrating and reskidding machinery and/or equipment of exhibitors. Place your orders for this labor with the "Labor" order form included in this service manual.

If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

Shipping cartons will be picked up, stored and returned after the show if they are affixed with "Empty" labels by the exhibitor. These labels will be available at the Brede/Allied service desk and are for **empty storage only.**

Shipping information, bills of lading and labels will be available at the Brede/Allied service desk. *Exhibitors selecting non-official carriers will need to make their own arrangements for pick-up.*

Find more on Bredeallied.com



MARSHALING YARD DIRECTIONS

BREDE/ALLIED EXPOSITION SERVICES
2502 LAKE ORANGE DR, ORLANDO FL

From Interstate 95:

Exit on Interstate 4 Westbound. Exit at Orange Blossom Trail/S.R. 441-17/92. Proceed Southbound, approximately 8 miles to Taft-Vineland Road go west on Taft-Vineland Road to Lake Orange and turn right.

From the Florida Turnpike:

Exit off of the Turnpike at Exit #254, Orange Blossom Trail/ S.R. 441 – 17/92.
Exit via the South ramp. You will now be on Orange Blossom Trail/Southbound. Continue south for 1 mile.
Go west on Taft-Vineland Road to Lake Orange and turn right.

From Tampa:

Exit off of Interstate 4 east on to S.R. 528 (Also call the Beeline Expressway/Eastbound).
Exit at Consulate Dr. Take a right hand turn at the end of the exit ramp. You are on Consulate Dr. go to the first traffic light and turn right. You are now on Orange Blossom Trail Southbound

Continue south for 8/10th of a mile. Go west on Taft-Vineland Road to Lake Orange and turn right.

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DISTRIBUTECH® CONFERENCE & EXHIBITION

INBOUND FREIGHT PROCEDURES

ALL FREIGHT MUST BE ACCOMPANIED BY A CERTIFIED WEIGHT TICKET

ALL DRIVERS MUST PROVIDE THE FOLLOWING INFORMATION ON THEIR BILLS OF LADING:

1. BOOTH NUMBER
2. EXHIBITOR'S NAME
3. SHIPPER'S NAME
4. PIECE SUMMARY
5. NET, GROSS AND TARE WEIGHT

PIECE SUMMARIES MUST BE BROKEN INTO THE FOLLOWING CATEGORIES:

1. CRATES……..(WOODEN BOXES)
2. CARTONS……(CARDBOARD BOXES)
3. CARPETS……(RUGS AND PADS)
4. SKIDS……(PALLETS)
5. BUNDLES
6. MACHINES
7. MISCELLANEOUS….(LOOSE OR UNPACKED ITEMS)

ALL BILLS MUST CONTAIN THIS INFORMATION BEFORE THE FREIGHT CLERK CAN ACCEPT THEM.

IF YOU CANNOT PROVIDE ANY OF THE REQUESTED INFORMATION PLEASE CONTACT YOUR DISPATCH OR CHECK YOUR FREIGHT.

Find more on Bredeallied.com

DISTRIBUTECH®
CONFERENCE & EXHIBITION

EXHIBITION MATERIAL

FOR ADVANCE SHIPMENT ONLY

MUST ARRIVE NO LATER THAN JANUARY 26, 2016, TO OBTAIN ADVANCE PRICING

COMPANY NAME: _____ Booth #_____

DISTRIBUTECH 2016
BREDE/ALLIED
2502 LAKE ORANGE DR
ORLANDO, FL 32837

NUMBER OF PIECES: _____ NO. _____OF _____

Brede EXPOSITION SERVICES
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DISTRIBUTECH®
CONFERENCE & EXHIBITION

EXHIBITION MATERIAL

FOR ADVANCE SHIPMENT ONLY

MUST ARRIVE NO LATER THAN JANUARY 26, 2016, TO OBTAIN ADVANCE PRICING

COMPANY NAME: _____ Booth #_____

DISTRIBUTECH 2016
BREDE/ALLIED
2502 LAKE ORANGE DR
ORLANDO, FL 32837

NUMBER OF PIECES: _____ NO. _____OF _____

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Important note: Hazardous materials will not be accepted at the warehouse.

DISTRIBUTECH®
CONFERENCE & EXHIBITION

EXHIBITION MATERIAL

FOR DIRECT SHIPMENT ONLY

COMPANY NAME: _____ Booth #_____

DISTRIBUTECH 2016
BREDE/ALLIED
@ ORANGE COUNTY CONVENTION CENTER
9800 INTERNATIONAL DR
ORLANDO, FL 32819

NUMBER OF PIECES: _____ NO. _____OF _____

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DISTRIBUTECH®
CONFERENCE & EXHIBITION

EXHIBITION MATERIAL

FOR DIRECT SHIPMENT ONLY

COMPANY NAME: _____ Booth #_____

DISTRIBUTECH 2016
BREDE/ALLIED
@ ORANGE COUNTY CONVENTION CENTER
9800 INTERNATIONAL DR
ORLANDO, FL 32819

NUMBER OF PIECES: _____ NO. _____OF _____

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Important note: Hazardous materials will not be accepted at the show site.

Brede EXPOSITION SERVICES
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This Form must be returned by: January 22, 2016

2502 Lake Orange Drive
Orlando, FL 32837
Ph: 407.851.0261
Fax: 407.859.3904
info@bredeallied.com

DISTRIBUTECH CONFERENCE & EXHIBITION

Island Booth Target Move-in Questionnaire

To request a target delivery on Friday, February 5, 2016 (8am-5pm), complete and return this form. ***ISLAND BOOTHS*** will receive an appointment on a first come, first serve basis for direct shipments.

All shipments must have certified weight tickets in order to be unloaded. A marshaling yard fee of $15.00 per shipment will be assessed each time your carrier checks in.

IF YOUR TARGET TIME IS MISSED, your carrier will not be unloaded until all on-target vehicles have been unloaded, regardless of when the carrier checks in at the marshaling yard. Off-target charges are an additional $10.00 per cwt. The extra charge applies to all arrivals for exhibitors without an appointment or after your assigned appointment or on a day other than your appointment date.

Any delivery without an appointment will incur an off target charge. No freight, from island or general exhibitors, will be refused (applicable fees apply).

1) ***CARPET IS MANDATORY ON THIS SHOW!***

Will you be ordering carpet from Brede/Allied? _____ Yes _____ No

Will you be shipping your own carpet? _____ Yes _____ No

Are you using an outside vendor for carpet? _____Yes _____ No

2) Will you be ordering Labor rom Brede/Allied? _____ Yes _____ No

Are you using an outside vendor for Labor? _____ Yes _____ No

3) ***TARGET TIMES ASSIGNED FOR FRIDAY, FEBRUARY 5, 2016 SITE DELIVERIES ONLY***

# of pieces_____ Est. weight_____

Weight of largest piece_____ Carrier _____

4) Do you have any special requests (i.e. boom lift, forklift, etc)?_____

_____

5) Will you be spotting a vehicle? _____Vehicle spotting will incur a $350.00 round trip fee per spot.

Fire Marshal regulations will not allow any vehicle placement without prior notification and approval.

COMPANY NAME:_____ BOOTH#_____

CONTACT NAME:_____ EMAIL:_____

Find more on Bredeallied.com

dtech

IT SHOWS WHEN YOU USE BREDE/ALLIED

Brede EXPOSITION SERVICES
Allied Convention Service, Inc.
www.bredeallied.com

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Orlando, FL 32837
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Material Handling

DISTRIBUTECH® CONFERENCE & EXHIBITION

Rates include all labor and equipment required to unload shipment, store up to 30 days in advance at the warehouse address, deliver to booth, handle empty containers to and from storage and remove from booth for reloading onto outbound carriers. Material Handling services, whether used completely or in part only, are offered as a package and the charges will be based on the total weight of the inbound shipment, rounded off to the next cwt.

	Rate per cwt	*Minimum*
Description	200 lb minimum charge	
Advance to Warehouse: Crated/Skidded (Late fee will apply after 1/26/16)	$ 76.25	$ 152.50
Direct to Show site: Crated/Skidded	$ 76.25	$ 152.50
Advance to Warehouse: Special Handling (Late fee will apply after 1/26/16)	$ 99.25	$ 198.50
Direct to Show site: Special Handling	$ 99.25	$ 198.50
Direct to Show site: Uncrated, Un-skidded, or Wrapped	$ 114.50	$ 229.00
Late Shipments: Freight not received at warehouse prior to the deadline date and freight received at Show site after show opening-add to above rates.	$ 23.00	$ 46.00
Overtime: If moved in or out anytime other than 8am-4:30pm, Monday-Friday (non-holiday)—add to above rates.	$ 19.25	$ 38.50
Small Package Fee: applies to a show site delivery of a single piece shipment from UPS or FedEx weighing less than 35lbs.	$55.00 *each*	

Additional Services (order at show site)		
Shrink Wrap	$ 75.00 per skid	
Metal Banding	$ 75.00 per skid	

Calculate Estimated Material Handling Charges

Carrier(s)	Tracking #	Date of Arrival	# Pieces	Est. Weight *cwt*		Rate *per cwt*		Estimated Cost *200 lb minimum*
					X		=	
					X		=	
					X		=	
						TOTAL		

Show site Contact _____ Show site Phone _____

☐ Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME:_____BOOTH#_____

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* Brede/Allied as the Material Handling contractor, shall have control over all freight docks, doors, elevators and crate storage areas.
* Material Handling (also known as "drayage") is the moving of exhibit materials from one location to another and the associated fees for such service. Whether you ship to the advance warehouse or directly to show site, your materials still need to get to your booth location. Material handling services include the accepting of your material either at the warehouse or at show site, delivery to your booth, storage of empty containers during the show, returning empty containers at the close of the show, picking up your packaged materials, returning them to the dock and loading on the carrier of your choice. Material handling charges are *in addition* to any shipping charges you may incur from the carrier (trucking company, UPS, FedEx, etc.) you select.
* Any shipment requiring special handling due to length, width, height or weight will be handled on a time and material basis. Please see the Special Handling definition sheet. Any single piece, due to its size, that cannot be fitted through doorway or elevators will be taken as far as possible and then becomes the responsibility of the exhibitor. Arrangements to enlarge such openings, if requested, will be made by Brede/Allied at the exhibitor's expense. Please contact Brede/Allied prior to shipping this type of shipment.
* Copies of the bills of lading should be given to your representative attending the show. This will assist in the tracing of a shipment if necessary. Please be certain that all bills of lading have the waybill number on them, since tracing cannot be done without these.
* Remove all outdated shipping labels prior to shipment.
* Shipments should not be addressed to the Hotel or Convention Center, as they do not have the facilities to receive such shipments and may refuse them, prior to the installation of the show.
* Exhibitor routings on outbound shipments will be honored when possible. In the event the designated carrier fails to pick up by the specified time, such shipments will be re-routed by Brede/Allied .
* All outbound shipments must be tendered with a Brede/Allied bill of lading.
* Exhibits left on the booth floor without return instructions will be returned to the exhibitor's address, freight collect, if possible.
* Any shipment not handled by Brede/Allied, but for which Brede/Allied is required to handle storage of the empty shipping containers, a charge of $50.00 per crate, case, box, or carton will be assessed.
* The responsibility of Brede/Allied with respect to the goods stored hereunder shall be limited to the exercise of ordinary care and diligence by its officers and employees in receiving, handling, keeping and delivering the same. The company shall not be liable for loss or damage by the elements, fire, water, heat, frost, damp, dust, moth, rust, leakage, deterioration, acts of God, riot or unlawful disturbance of the peace or depreciation due to the lapse of time, ordinary wear and tear or perishable nature of the property, nor for injury to goods arising from the lack of proper packing or from improper packing or unpacking by other than its own employees, or other causes beyond its control.
* Make certain all of your materials are properly insured against fire, theft and all hazards while in transit to and from the convention, moving to and from your booth, and for the duration of the convention. This can usually be done with "riders" to your existing insurance policies.

IF THE CARRIER DESIGNATED AND ARRANGED FOR BY YOU FAILS TO PICK UP YOUR OUTBOUND FREIGHT PRIOR TO THE DESIGNATED TIME, WE WILL RE-ROUTE YOUR FREIGHT IN ORDER TO CLEAR THE EXHIBIT HALL. SO THAT WE MAY REROUTE YOUR FREIGHT TO MOVE BY THE PROPER MEANS OF TRANSPORTATION, PLEASE FILL IN THE INFORMATION BELOW.

Ship to:_____

Street Address_____City/State/Zip Code_____

Type of Carrier ____Air ____Motor Freight ____Van Lines

EVENT OR SHOW DISTRIBUTECH 2016 HALL OR HOTEL ORANGE COUNTY CONVENTION CENTER

COMPANY NAME_____ BOOTH #_____

TELEPHONE_____EMAIL_____

AUTHORIZED BY (please print or type)_____

SIGNATURE_____

Find more on Bredeallied.com

Brede EXPOSITION SERVICES
Allied Convention Service, Inc.
www.bredeallied.com

2502 Lake Orange Drive
Orlando, FL 32837
Ph: 407.851.0261
Fax: 407.859.3904
info@bredeallied.com

DISTRIBUTECH® CONFERENCE & EXHIBITION

Request for Preprinted Bill of Lading & Shipping Labels

Your Bill of Lading and Shipping Labels will be available the day of show close at the service desk.

Ship to:

Consigned to (Ship to) _____

Attention _____

Street Address _____

City, State, Zip _____

Method	Air (select) ____Next Day ____2nd Day ____Deferred	____Motor Freight	____Van Lines	____POV

Carrier _____

Freight charges guaranteed by:

Company/Exhibitor Name _____

Attention _____

Billing Address _____

City, State, Zip _____

Telephone No. _____

Email Address _____

Number of Shipping Labels: _____

COMPANY NAME:_____BOOTH#_____

dtech

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Helpful Hints

Shipping to the Show

* When shipping to the warehouse, ensure your shipment arrives by the deadline date to avoid additional surcharges.
* Clearly mark your company name, booth number and DTECH 2016 on your labels.
* Material handling is charged per shipment. To avoid multiple charges, ship all your pieces together.
* Make sure your shipment arrives with a certified weight ticket to help avoid Special Handling charges.

How to Store Empty Containers

* Pick up "Empty Labels" at the Exhibitor Service Desk.
* Place a label on each container with your company name & booth number on each label.
* Labeled containers will be picked up periodically and stored during the show.
* Once containers are placed in empty storage there will be no access to those containers.
* At the close of the show, the empty containers will be returned to the booth in random order. This process may take several hours.

Shipping Out Procedures at the Close of the Show

* Pick up your Bill of Lading at the Exhibitor Service Desk.
* You must complete a Bill of Lading for each individual shipment.
* All pieces must be labeled individually. Pre-printed shipping labels are available at the Exhibitor Service Desk.
* Unless you are using a show carrier, schedule your carrier for pick up at the appropriate time.
* When materials are packed, labeled and ready to be shipped, the completed Bill of lading must be turned in at the Exhibitor Service Desk.

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Special Handling Definitions

DISTRIBUTECH® CONFERENCE & EXHIBITION

Special Handling applies to shipments that are loaded in such a manner as to require additional labor and handling to unload or load out. An additional fee beyond the standard crated rate will apply.

Special Handling Includes:

Ground Loading

- Vehicles that are not dock height, preventing the use of loading docks.

Side Door Loading

- Shipments tendered for delivery in such a manner as to prevent access from the rear of the trailer.

Constricted Space Loading

- Freight loaded "high and tight" or down one side as to make shipments not readily available.

Designated Piece Loading

- When a trailer must be loaded in a particular sequence to ensure fit.

Stacked, Cubed-out or Loose Shipments

- Shipments loaded in such a manner requiring items to be removed to ground level for delivery to booth.
- Items that would need to be unstacked/stacked, unstrapped/strapped or load bars to be removed/installed during the unload or load out process.

Multiple Shipments

- Shipments that are loaded mixed on the truck, failing to maintain shipment integrity and/or have multiple delivery areas.

Mixed Shipments

- Pieces for separate shipments that are loaded mixed throughout the delivery vehicle or shipments of crated and uncrated goods where the percentage of uncrated is minimal and does not warrant full uncrated rate for shipment.

Improper Delivery Receipts

- Shipments that arrive without individual Bill of Lading. Possible examples might include: UPS, FedEx, company trucks, privately-owned vehicles.

Uncrated Shipments

- Material that is shipped loose or pad-wrapped and/or unskidded machinery without proper lifting bars or hooks.

Special Handling Examples:

Side Door Loading | Constricted Space Loading

Stacked Shipments | Uncrated Shipments

Multiple Shipments

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MACHINERY RATE INFORMATION

DISTRIBUTECH® CONFERENCE & EXHIBITION

MACHINERY RATES ARE AVILABLE IF YOU MEET THE FOLLLOWING QUALIFICATIONS:

- **Machines must be shipped directly to the Orange County Convention Center.**
- **Machines must weigh over 2,000 lbs., be shipped uncrated, without skids, or on skids that will remain under the machine during the show.**
- **The exhibitor, or his representative, must be present during delivery to supervise spotting.**
- **The area within the booth is clearly marked to indicate the machine's position.**
- **No rigging, bolting, unskidding or attaching to other equipment must be done.**
- **Shipments handled during overtime hours will be assessed an additional overtime surcharge.**
- **Machinery arriving at the dock must have certified weight tickets and will be placed one time after removal from the truck.**

Forklift Service must be ordered at additional costs if a machine needs to be repositioned, assembled or unskidded. Machines requiring more than a 5K forklift will incur additional applicable forklift charges and must contact customer service in advance.

Skid Storage: If skids must be stored, there is a charge of $27.25 per skid.

Special Handling: Includes shipments that are loaded and charged by cubic space, and/or packed in such a manner as to require additional handling such as ground loading, side door loading, constricted space loading, designated piece loading or stacked shipment. Carriers that do not have freight bills to cover their deliveries are required to have **CERTIFIED WEIGHT TICKETS.** **If Special Handling is required, you will be assessed a 50% surcharge.**

Machinery Rates (Round Trip & One Time Positioning)
Rates are straight time only. If shipment moves in and/or out on overtime add $7.50 per cwt.

$45.00 per cwt. X _____(# of cwt) = Charges	$_____
Forklift Charges - if required	$_____
Skid Storage $27.25 per item	$_____
Total Charges	**$**_____

Ship prepaid. Collect shipments will not be accepted.

Company Name _____ Booth # _____
Contact Name _____
Email _____ Telephone ( ) _____

FOR BREDE USE ONLY:

Received _____ By_____ Time_____

Contacted_____ ***dtech***

Find more on Bredeallied.com

Brede EXPOSITION SERVICES
Allied Convention Service, Inc.
www.bredeallied.com

Advance Order
Discount Deadline:
January 22, 2016

2502 Lake Orange Drive
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Fax: 407.859.3904
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DISTRIBUTECH® CONFERENCE & EXHIBITION

Vehicle Spotting

All rolling stock, licensed vehicles, self propelled or towed, will be received by Brede/Allied on the loading dock at the ***Orange County Convention Center*** during exhibitor move-in. ***It must be driven by the exhibitor or towed to the booth area under Brede/Allied supervision. If the exhibitor is not present, the Vehicle Spotting fee will not apply and Material Handling Rates will be charged.*** The same procedure will be used for loading during the move-out.

The spotting and removal service charge is based upon a round trip for ***each*** spot (vehicle) at a rate of **$350.00 round trip.** PLEASE NOTE – IF YOUR VEHICLE IS LIFTED OFF FLAT BEDS OR OTHER TYPE OF TRAILERS, USING OUR EQUIPMENT, ADDITIONAL CHARGES FOR THE LIFT/S AND DRIVER/S WILL BE ADDED AND YOU WILL NEED TO SIGN A LABOR TICKET.

VEHICLES WILL NOT BE ACCEPTED WITHOUT PRIOR NOTIFICATION AND APPOINTMENT. YOU MUST RETURN THIS FORM BY JANUARY 22, 2016. TO ALLOW US TO ASSIGN AN APPOINTMENT AND PROVIDE THE FIRE MARSHAL WITH A PLAN SHOWING VEHICLES OF ANY KIND IN THE SHOW.

IF YOUR VEHICLES DO NOT SHOW ON THE FLOOR PLAN IT WILL NOT BE ALLOWED ON THE SHOW FLOOR

Please review the following Fire Marshal regulations regarding VEHICLES/COMBUSTION ENGINES:

A. Any autos, trucks, motorcycles or other motorized vehicles displayed shall have their batteries disconnected and terminals taped.

B. All motor vehicles tanks containing fuel or which have ever contained fuel, shall be furnished with locking-type gas caps or sealed with tape. ***The vehicle will allowed no more than 1/4th tank or 2 gallons, whichever is less, of fuel***, including diesel-powered vehicles.

INFORMATION ON VEHICLES TO BE SPOTTED:

Requested Arrival Date _____ Approximate Time _____
No. of Vehicles/Rolling Stock _____ Self Propelled/Towed _____
Telephone ( ) _____ Cell ( ) _____
Representative _____
Email:_____

☐ Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME:_____BOOTH#_____

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order online @ Bredeallied.com

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DISTRIBUTECH® CONFERENCE & EXHIBITION

Limits of Liability

YOU ARE ENTERING A CONTRACT, WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The terms and conditions set forth below become a part of the Contract between Brede/Allied and the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

THE MATERIAL HANDLING FORM SUBMITTED, EXHIBITOR'S MATERIALS ARE DELIVERED TO BREDE/ALLIED'S WAREHOUSE OR TO AN EXPOSITION SITE FOR WHICH BREDE/ALLIED IS THE OFFICIAL SHOW CONTRACTOR, OR AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH BREDE/ALLIED.

- It is understood that Brede/Allied and its subcontractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by Brede/Allied hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that Brede/Allied and its subcontractors do not provide for full liability should loss or damage occur.

- Brede/Allied and its subcontractors shall not be responsible for damage to uncrated materials, materials improperly packed, glass breakage or concealed damage Brede/Allied and its subcontractors shall not be responsible for ordinary wear and tear in handling of equipment, nor for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or other causes beyond their control.

- Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by Brede/Allied or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), Exhibitor recognizes there will be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Brede/Allied will not be responsible for the count or content of materials. All bills of lading covering outgoing shipment(s) submitted to Brede/Allied or its subcontractors by Exhibitor will be checked at the time of pick-up from the booth and corrected where discrepancies exist.

- Brede/Allied shall not be liable for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any other cause beyond its controls.

- Brede/Allied shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, or for any other special, incidental or consequential damages.

- It is agreed that if Brede/Allied or its subcontractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to $ .30 per pound per article, with a maximum liability of $50.00 per item or $1,000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or nonperformance of obligations imposed by the offering of services to Exhibitors or from negligence, active or otherwise, by Brede/Allied , its subcontractors or their employees.

- Brede/Allied shall not be liable for damage to exhibitor's materials or equipment when forklift operator is under the supervision of the exhibitor or the exhibitor's representative.

- Brede/Allied and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts of freight bills, such as UPS, Federal Express, Express Mail, Parcel Post and private vehicle, etc., due to their delivery procedures. Such shipments will be delivered to booth without guarantee of piece count or condition.

- Empty container labels will be available at the Service desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for ***empty storage only,*** and Brede/Allied and its subcontractors assume no responsibility for loss or damage to contents while containers are in storage or for mislabeled containers.

- In order to expedite removal of materials from the show site, Brede/Allied shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, materials will be routed by Brede/Allied at show site. Brede/Allied assumes no liability as a result of such re-routing or handling.

Find more on Bredeallied.com

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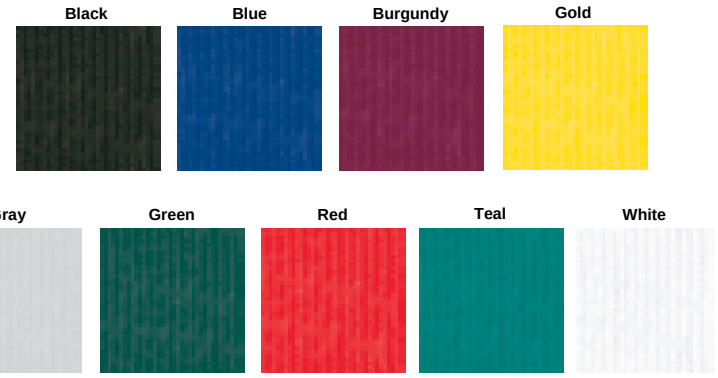
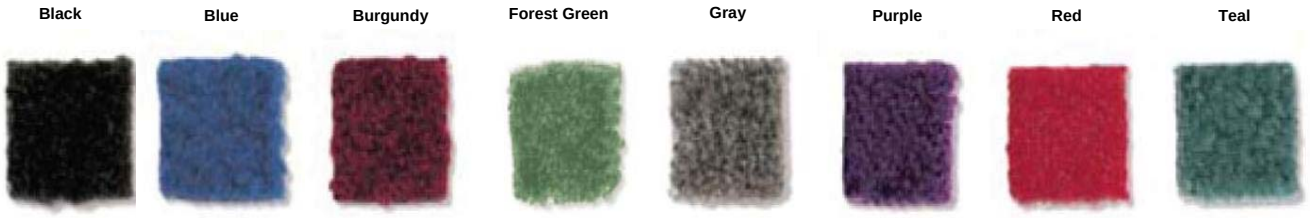
DISTRIBUTECH® CONFERENCE & EXHIBITION

Brede/Allied Color Guide

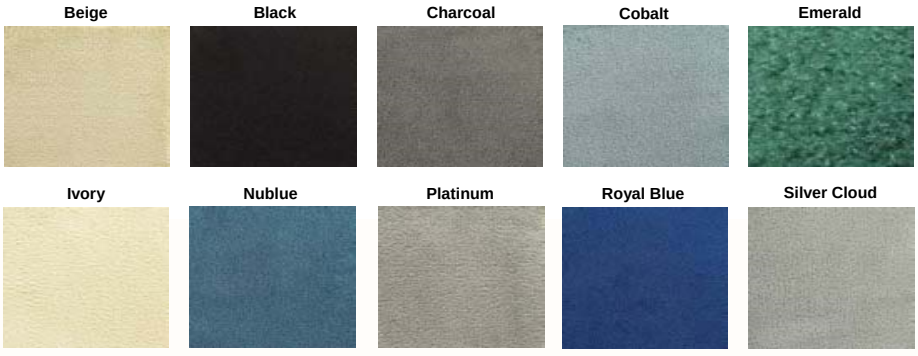
DISPLAY TABLE DRAPE COLORS



STANDARD CARPET COLORS



CUSTOM CARPET COLORS



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Advance Order Discount Deadline: January 22, 2016

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info@bredeallied.com

Furniture and Accessories

DISTRIBUTECH CONFERENCE & EXHIBITION

Tables

Qty	Item	Advance	Standard	Subtotal
	30" High Display Tables (includes white vinyl top, 3 side drape)			
	4' x 2' draped	$ 128.50	$ 167.25	$
	6' x 2' draped	$ 150.50	$ 195.75	$
	8' x 2' draped	$ 178.25	$ 231.75	$
	4th side drape	$ 29.75	$ 38.75	$
	4' x 2' undraped	$ 47.00	$ 61.25	$
	6' x 2' undraped	$ 59.75	$ 77.75	$
	8' x 2' undraped	$ 72.75	$ 94.75	$
	42" High Display Tables (includes white vinyl top, 3 side drape)			
	4' x 2' draped	$ 168.75	$ 219.50	$
	6' x 2' draped	$ 190.75	$ 248.00	$
	8' x 2' draped	$ 218.50	$ 284.25	$
	4th side drape	$ 29.75	$ 38.75	$
	4' x 2' undraped	$ 87.25	$ 113.50	$
	6' x 2' undraped	$ 100.25	$ 130.50	$
	8' x 2' undraped	$ 113.00	$ 147.00	$
	12" Tabletop Risers (includes white vinyl top)			
	4' one step riser	$ 52.25	$ 68.00	$
	6' one step riser	$ 72.75	$ 94.75	$
	8' one step riser	$ 95.50	$ 124.25	$
	4' two step riser	$ 68.75	$ 89.50	$
	6' two step riser	$ 107.25	$ 139.50	$
	8' two step riser	$ 139.75	$ 181.75	$

Select Table Drape Color

___ Black ___ Blue ___ Burgundy ___ Gold ___ Green
___ Gray ___ Peach ___ Red ___ Teal ___ White

Accessories

Qty	Item	Advance	Standard	Subtotal
	Upholstered Arm Chair	$ 78.75	$ 102.50	$
	Upholstered Side Chair	$ 71.50	$ 93.00	$
	Counter Stool with Back	$ 91.25	$ 118.75	$
	Coffee Table 20"X36"X17"	$ 75.00	$ 97.50	$
	30"x30" Pedestal Table	$ 145.00	$ 188.50	$
	30"x42" Pedestal Table	$ 197.00	$ 256.25	$
	Wastebasket	$ 21.75	$ 28.50	$
	Easel	$ 43.50	$ 56.75	$
	Clothing Rack	$ 61.25	$ 79.75	$
	Chrome Stanchions	$ 70.00	$ 91.00	$
	8' Velour Rope	$ 71.25	$ 91.50	$
	Tensa Stanchions	$ 79.75	$ 103.75	$
	Crossbars	$ 14.00	$ 18.25	$
	Hardware/Bases	$ 14.00	$ 18.25	$
	Hardware/Poles 8' high	$ 14.00	$ 18.25	$
	Posterboard 8'x4' (horizontal only)	$ 165.25	$ 215.00	$
	Special Draping			
	3' h Drapery per lin. ft.	$ 12.50	$ 16.25	$
	8' h Drapery per lin. ft.	$ 15.00	$ 19.50	$

Select Special Drape Color

___ Black ___ Blue ___ Burgundy ___ Gold ___ Green
___ Gray ___ Peach ___ Red ___ Teal ___ White

Important Notes

- Orders cancelled after delivery will be charged 50% of the original price.
- A credit card on file is required when using Brede/Allied.
- All charges must be paid prior to close of show.
- Payment Authorization must be completed to process orders. Orders received without full payment or credit card will not be processed.

Form Total

Subtotal $ _____
6.5% Sales Tax $ _____
Est. Total $ _____

☐ Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME:_____ BOOTH#_____

dtech

order online @ Bredeallied.com

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Carpet

DISTRIBUTECH® CONFERENCE & EXHIBITION

Exhibitors are required to carpet their booth. If carpet is not ordered and installed by 4pm on Monday, February 8th, Brede/Allied will provide standard carpet at our discretion with billing direct to the exhibitor.

Standard Carpeting

Select from Standard Colors (if no color is selected, show colors will prevail.)

___ Black ___ Blue ___ Burgundy ___ Forest Green
___ Gray ___ Purple ___ Red ___ Teal

Qty	*Size*	*Advance*	*Standard*	*Subtotal*
____	10' x 10'	$ 173.25	$ 225.25	$ ____
____	10' x 20'	$ 346.50	$ 450.50	$ ____
____	10' x 30'	$ 519.75	$ 675.75	$ ____
____	10' x ____	$ 173.25	$ 225.25	$ ____

- Standard carpets ordered in multiples of 2 or more do not include seaming and exact color match is not guaranteed.

Cut & Fitted

Qty	*Option*	*Size*	*Advance*	*Standard*	*Subtotal*
____	Cut & Fit to Booth Space *(per 10' increments)*	Size: _____ x _____ *(100 sq. ft. minimum)*	$ 3.20 *per sq. ft.*	$ 4.20 *per sq. ft.*	$ ____

- Rental price includes laying, tape, visqueen and removal.
- Rental prices are quoted per square foot-to figure total square feet, multiply length x width + total square feet.

Options

Qty	*Option*	*Size*	*Advance*	*Standard*	*Subtotal*
____	Carpet Padding	Size: _____ x _____	$ 1.10	$ 1.45	$ ____
____	Visqueen	Size: _____ x _____	$ .90 *per sq. ft.*	$ 1.20 *per sq. ft.*	$ ____

☐ We will be bringing our own carpet.

Important Notes

- Orders cancelled after delivery will be charged 50% of the original price.
- All carpets ordered from us are installed clean. You may want to order cleaning services for debris created during set-up.
- All charges must be paid prior to close of show.
- Payment Authorization must be completed to process orders. Orders received without full payment or credit card will not be processed.

Form Total

Subtotal $ ____
6.5% Sales Tax $ ____
Est. Total $ ____

☐ Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME:_____ BOOTH#_____

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order online @ Bredeallied.com

IT SHOWS WHEN YOU USE BREDE/ALLIED

Brede EXPOSITION SERVICES
Allied Convention Service, Inc.
www.bredeallied.com

Advance Order
Discount Deadline:
January 8, 2016

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Orlando, FL 32837
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info@bredeallied.com

Custom Carpet

DISTRIBUTECH® CONFERENCE & EXHIBITION

Custom Carpeting

DELUXE plush carpet is available on a rental basis. All prices quoted for rental include installation, poly covering for protection and removal. An upgraded 28 oz. carpet is available in the colors below. Swatches will be sent to you upon request.

Minimum order for premium carpet is 20' x 20' (400 square feet).

NOTE: Include a floor plan if additional carpet is required to cover steps, skids and display fixtures. A quotation will be forwarded to you before we proceed.

Select from Custom Colors

___ Beige	___ Black	___ Cobalt	___ Charcoal	___ Emerald
___ Ivory	___ NuBlue	___ Platinum	___ Royal Blue	___ Silver Cloud

Options

Qty	Option	Size	Advance Price	Standard Price	Subtotal
_____	Carpet	Size: _____ x _____	$ 3.95 *per sq. ft.*	$ 5.15 *per sq. ft.*	$ _____
_____	Carpet Padding	Size: _____ x _____	$ 1.10 *per sq. ft.*	$ 1.45 *per sq. ft.*	$ _____

NO CREDITS WILL BE ISSUED AFTER ORDER HAS BEEN PROCESSED.

Important Notes

- Calculate to the next full foot.
- To guarantee availability, orders must be received by January 8, 2016.
- Cancelled orders for custom carpet will be charged 100%.
- All charges must be paid prior to close of show.
- Payment Authorization must be completed to process orders. Orders received without full payment or credit card will not be processed.

Form Total

Subtotal	$ _____
6.5% Sales Tax	$ _____
Est. Total	$ _____

☐ Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME:_____ BOOTH#_____

dtech

order online @ Bredeallied.com

Brede EXPOSITION SERVICES
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Add 30% to all Orders placed at Show Site

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Booth Cleaning

DISTRIBUTECH® CONFERENCE & EXHIBITION

Minimum 100 square feet per day	Advance Price	Standard Price
Vacuum Once before show opens. Includes empting of wastebaskets.	.49 per sq. ft.	.64 per sq. ft.
Vacuum before show opens and daily thereafter (# DAYS). Includes emptying of wastebaskets.	.40 per sq. ft./per day	.52 per sq. ft./per day
Shampoo Carpet (per application)	.74 per sq. ft.	.96 per sq. ft.

Booth Size (sq. ft.)		Rate		# Days		Subtotal
_____	X	_____	X	_____	=	$ _____

Note: There will be an additional labor charge for cleaning carpets that are subjected to excessive wear- and -tear such as wood or metal shavings generated by demonstrations in the booth or food sampling.

Porter Service

Porter Service Consists of an assigned person cleaning your booth during show hours.

4 hour Minimum	Advance Price	Standard Price
Straight time rate 8am-4:30pm, Monday-Friday	$38.75 per hour	50.50 per hour
Over time rate All other hours weekday, Saturday, Sunday & Holidays	$77.50 per hour	$101.00 per hour

Days:_____Hours_____@ $_____per day = $_____

Important Notes

- Vacuuming/sweeping of booths & emptying of wastebaskets is not included in your booth space rental.
- All carpets ordered from us are installed clean. You may want to order cleaning services for debris created during set-up.
- Porter Service orders must be canceled 24 hours prior to ordered time or a minimum of 1 hour per laborer ordered will be charged.
- A credit card on file is required when using Brede/Allied.
- All charges must be paid prior to close of show.

Our exclusive cleaning contract for this show will not permit other service contractors to provide this service.

Form Total

Subtotal	$
6.5% Sales Tax	$
Est. Total	$

☐ Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME:_____BOOTH#_____

dtech

order online @ Bredeallied.com

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Allied Convention Service, Inc.
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Advance Order Discount Deadline: January 8, 2016

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Basic Booth Rental

DISTRIBUTECH CONFERENCE & EXHIBITION

Exhibits Include

- Standard Expo Carpeting
- 1m Cabinet
- Gray or White Hardwall Panels
- Install and dismantle exhibit
- Header—One line with block letters (see below to order header)

Note: Electricity and Lights are NOT included with Rental

HEADER COPY *(Please print clearly):*

(logos & special lettering available at an additional cost. Call for quote.)

Email proof to: _____

Color Options

HARDWALL PANELS

___ Gray ___ White

CARPET SELECTION

___ Black ___ Blue ___ Burgundy
___ Forest Green ___ Gray ___ Purple
___ Red ___ Teal

Interested in a Custom Exhibit?
Email: info@bredeallied.com

Rates

Qty	*Item*	*Advance*	*Standard*	*Subtotal*
	Plan A - 10' x 10'	$ 2535.75	$ 3296.50	$
	Plan B - 10' x 10'	$ 2425.50	$ 3153.25	$
	Plan C - 10' x 10'	$ 2894.25	$ 3762.75	$
	Plan D - 10' x 20'	$ 3803.75	$ 4945.00	$
	Plan E - 10' x 20'	$ 4134.50	$ 5375.00	$
	Plan F - 10' x 20'	$ 4630.50	$ 6019.75	$

Additional Options

Qty	*Item*	*Advance*	*Standard*	*Subtotal*
	8 1/2"x11" Literature Pocket	$ 28.25	$ 36.75	$
	1M Shelf	$ 59.25	$ 77.25	$
	1M Angled Shelf	$ 59.25	$ 77.25	$
	Spot Lights (use w/ rental only)	$ 67.25	$ 87.50	$
	Velcro Panels (choose below)	$ 167.50	$ 217.75	$

Additional Booth furnishings can be found throughout this exhibitor manual. Look for upgraded carpet, carpet padding, graphics, chairs, etc.

order online @ Bredeallied.com

Important Notes

- Rental Booths require pre-payment and include a 100% cancellation policy.
- A credit card on file is required when using Brede/Allied.

Form Total

Subtotal $ _____
6.5% Sales Tax $ _____
Est. Total $ _____

☐ Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME:_____ BOOTH#_____

dtech

Brede EXPOSITION SERVICES
Allied Convention Service, Inc.
www.bredeallied.com

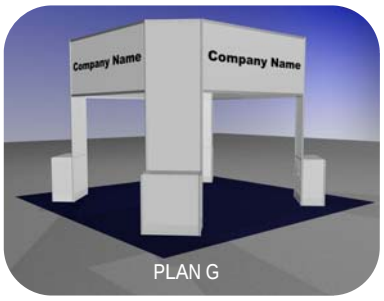
Advance Order Discount Deadline: January 8, 2016

2502 Lake Orange Drive
Orlando, FL 32837
Ph: 407.851.0261
Fax: 407.859.3904
info@bredeallied.com

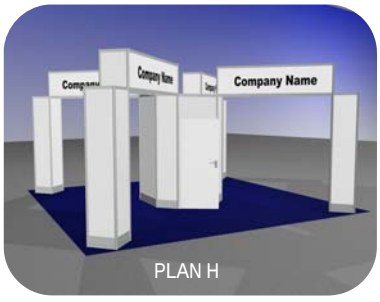
Islands/Custom Exhibits

DISTRIBUTECH CONFERENCE & EXHIBITION

Islands



PLAN G



PLAN H

Exhibits Include

- Standard Expo Carpeting
- Gray or White Hardwall Panels
- Install and dismantle exhibit
- Header—One line with block letters (see below to order header)

Note: Electricity is NOT included with Rental

Color Options

HARDWALL PANELS

___ Gray ___ White

CARPET SELECTION

___ Black ___ Blue ___ Burgundy
___ Forest Green ___ Gray ___ Purple
___ Red ___ Teal

HEADER COPY *(Please print clearly):*

(logos & special lettering available at an additional cost. Call for quote.)

Rates

Qty	*Item*	*Advance*	*Standard*	*Subtotal*
	Plan G - 20' x 20' Island	$ 7717.50	$ 10032.75	$
	Plan H - 20' x 20' Island	$ 9536.75	$ 12398.00	$

Custom Exhibit Examples

Interested in a Custom Exhibit?
Email: info@bredeallied.com

CUSTOM PLAN I

CUSTOM PLAN J

CUSTOM PLAN K

Important Notes

- Other options available include: Plexiglass panels, colored panels, back lit graphics, banners, tension fabric structures, custom counters & upgraded carpet. Contact info@bredeallied.com.
- A custom rental exhibit saves time, the risk of loss or damage in shipping & the responsibility of set up & tear down.
- Rental Booths require pre-payment and include a 100% cancellation policy.
- A credit card on file is required when using Brede/Allied.

Designed to suit your specific needs; a custom exhibit can help set you apart from your competition. Combine product displays with eye-catching graphics, while leaving plenty of room for meetings & storage.

Form Total

Subtotal $ _____
6.5% Sales Tax $ _____
Est. Total $ _____

☐ Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME:_____ BOOTH#_____

dtech

order online @ Bredeallied.com

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Advance Order
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January 8, 2016

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Orlando, FL 32837
Ph: 407.851.0261
Fax: 407.859.3904
info@bredeallied.com

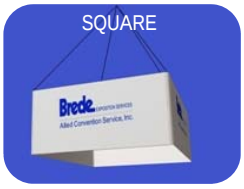
Fabric Hanging Signs

DISTRIBUTECH CONFERENCE & EXHIBITION

- Custom Dye Sublimation Graphic Banner, created from your fully prepared digital file
- Easily assembled Aluminum frame, lightweight & eye catching
- Purchase includes Nylon carry bag, hard cases extra depending on size
- Outbound shipping, Rigging, labor & hardware are NOT included
- Only Island booths are typically allowed to have hanging signs
- For additional custom shapes & sizes contact us at info@bredeallied.com

Inside graphics are available for an additional 50% of original sign cost.

SQUARE



Qty	Length	Height	Advance	Standard	Subtotal
	8'x8'	36"	$ 2422.50	$ 3633.75	
	10'x10'	36"	$ 2580.00	$ 3870.00	
	10'x10'	48"	$ 2737.50	$ 4106.25	
	12'x12'	36"	$ 3147.00	$ 4720.50	
	12'x12'	48"	$ 4391.25	$ 6587.00	
	15'x15'	48"	$ 4895.25	$ 7343.00	

TRIANGLE

Qty	Length	Height	Advance	Standard	Subtotal
	8'x8'X8'	36"	$ 1654.50	$ 2481.75	
	10'x10'X10'	48"	$ 2044.50	$ 3066.75	
	12'X12'x12'	48"	$ 2283.75	$ 3425.75	
	15'x15'x15'	48"	$ 4564.50	$ 6846.75	

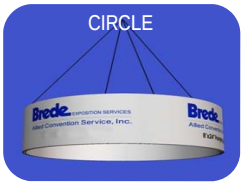
WAVE

Qty	Size & View	Advance	Standard	Subtotal
	10'x36" Double Sided	$ 1631.75	$ 2447.75	
	10'x48" Double Sided	$ 1930.25	$ 2895.50	
	16'x48" Double Sided	$ 2765.75	$ 4148.75	
	10'x60" Double Sided	$ 3143.75	$ 4715.75	

FOOTBALL

Qty	Length	Height	Advance	Standard	Subtotal
	10'	36"	$ 1950.00	$ 2925.00	
	10'	48"	$ 2076.00	$ 3114.00	
	12'	60"	$ 2265.00	$ 3397.50	

CIRCLE



Qty	Diameter	Height	Advance	Standard	Subtotal
	8'	36"	$ 2157.75	$ 3236.75	
	10'	36"	$ 2289.00	$ 3433.50	
	10'	48"	$ 2441.25	$ 3662.00	
	12'	36"	$ 2475.00	$ 3712.50	
	12'	48"	$ 2706.00	$ 4059.00	
	15'	48"	$ 4407.00	$ 6610.50	

Additional Options

Qty	Item	Advance	Standard	Subtotal
	Hard Case	$ 325.25	$ 488.00	$
	Inside Graphics available- contact Brede/Allied			

Important Notes

- Fabric Hanging Signs require pre-payment & include a 100% cancellation policy.
- A credit card on file is required when using Brede/Allied.

Form Total

Subtotal $
6.5% Sales Tax $
Est. Total $

☐ Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME:_____BOOTH#_____

dtech

order online @ Bredeallied.com

Brede EXPOSITION SERVICES
Allied Convention Service, Inc.
www.bredeallied.com

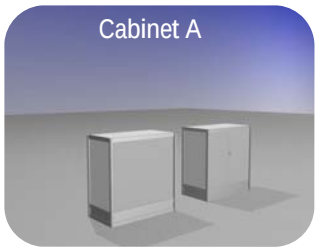
Advance Order
Discount Deadline:
January 22, 2016

2502 Lake Orange Drive
Orlando, FL 32837
Ph: 407.851.0261
Fax: 407.859.3904
info@bredeallied.com

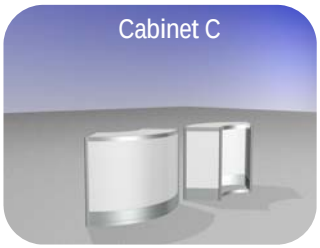
Cabinets & Gondolas

DISTRIBUTECH® CONFERENCE & EXHIBITION

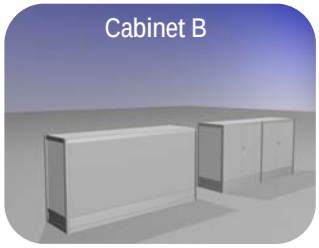
Cabinets



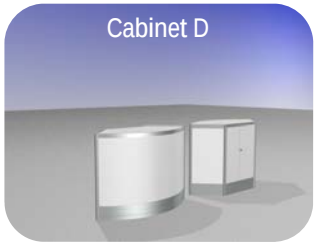
Advance Price $ 300.50
Standard Price $ 390.75
Qty: ____
Description
Size: 20"x40"x41" High
Standard white panels



Advance Price $ 479.00
Standard Price $ 622.75
Qty: ____
Description
Size: 20"x61"x41" High
Standard white panels

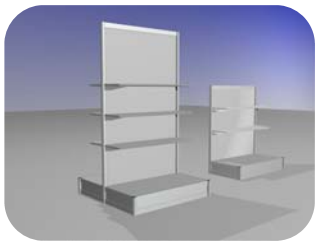


Advance Price $ 600.75
Standard Price $ 781.00
Qty: ____
Description
Size: 20"x80"x41" High
Standard white panels



Advance Price $ 533.75
Standard Price $ 694.00
Qty: ____
Description
Size: 20"x61"x41" High
Standard white panels
(with locking doors)

Gondolas



All Gondolas are 1 meter wide, have standard white panels & shelves.

Qty	*Single-sided Gondola*	*Advance*	*Standard*	*Subtotal*
____	4'h - 40"x20"(base)x48"h, with 2 shelves	$ 358.50	$ 466.25	$ ____
____	6'h - 40"x20"(base)x72"h, with 3 shelves	$ 413.50	$ 537.75	$ ____
Qty	*Double-sided Gondola*	*Advance*	*Standard*	*Subtotal*
____	4'h - 40"x40"(base)x48"h, with 4 shelves	$ 496.25	$ 645.25	$ ____
____	6'h - 40"x24"(base)x72"h, with 6 shelves	$ 606.50	$ 788.50	$ ____

Additional color panels, printed graphics and other custom sizes not shown are available. Contact Customer Service for further details.

Find more on Bredeallied.com

Important Notes

- Orders cancelled after delivery will be charged 50% of the original price.
- A credit card on file is required when using Brede/Allied.
- All charges must be paid prior to close of show.

Form Total

Subtotal $ ____
6.5% Sales Tax $ ____
Est. Total $ ____

☐ Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME:_____BOOTH#_____

dtech

Brede EXPOSITION SERVICES
Allied Convention Service, Inc.
www.bredeallied.com

Advance Order
Discount Deadline:
January 8, 2016

2502 Lake Orange Drive
Orlando, FL 32837
Ph: 407.851.0261
Fax: 407.859.3904
info@bredeallied.com

Fabric Displays

DISTRIBUTECH® CONFERENCE & EXHIBITION

Brede/Allied can provide you with high quality digital signs and graphics to enhance the overall image of your booth. Prices below are for the output only of your fully prepared digital files, standard single sided graphics. Double sided graphics are available for 50% more of the original price.

10' Straight Fabric Display Wall
or
20' Straight Fabric Display Wall

- Custom Fabric Display created from your fully prepared digital artwork
- Graphics size 10' Straight 112"w x 89"
  Graphics size 20' Straight 240"w x 89"
  Fabric stretch pillow case
- Tension fabric display constructed from easy to put together aluminum frame
- Display includes printed graphics, metal, carry case, installation & dismantle

10' Curved Fabric Display Wall
or
20' Curved Fabric Display Wall

- Custom Fabric Display created from your fully prepared digital artwork
- Graphics size 10' Straight 112"w x 89"
  Graphics size 20' Straight 240"w x 89"
  Fabric stretch pillow case
- Tension fabric display constructed from easy to put together aluminum frame
- Display includes printed graphics, metal, carry case, installation & dismantle

6' Table Cover
or
8' Table Cover

- Available for standard 6' or 8'w x 30"h tables
- Custom image is printed on all sides, a template will be provided
- Graphic sizes -
  126.25"w x 84"h (for 6' table)
  150.5"w x 84"h (for 8' table)

2'x7.5' Fabric Easy Stand
or
4'x7.5' Fabric Easy Stand

- Custom Fabric Display created from your fully prepared digital artwork
- Graphics size 2' x 7.5'
  Graphics size 4' x 7.5'
  Fabric stretch pillow case
- Display includes printed graphics, metal, carry case, installation & dismantle

Rates

Qty	Item	Advance	Standard	Subtotal
	10'x8' Straight Wall	$ 1589.75	$ 2384.75	
	20'x8' Straight Wall	$ 3108.00	$ 4662.00	
	6' Table Cover	$ 471.25	$ 707.00	
	8' Table Cover	$ 661.50	$ 992.25	
	10'x8' Curved Wall	$ 1589.75	$ 2384.75	
	20'x8' Curved Wall	$ 3108.00	$ 4662.00	
	2'x7.5' Fabric Stand	$ 262.50	$ 393.75	
	4'x7.5' Fabric Stand	$ 529.25	$ 794.00	

See Art Specifications on Graphics Form

Important Notes

- Prices noted are for Output Only of your fully prepared Digital Artwork. Layout, composition or file manipulation of any kind, if required will be billed at a rate of $150.00 per hour.
- Custom styles & sizes are available. Please contact info@bredeallied.com
- Graphics require prepayment and include a 100% cancellation policy.
- A credit card on file is required when using Brede/Allied.

Form Total

Subtotal $ _____
6.5% Sales Tax $ _____
Est. Total $ _____

☐ Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME:_____BOOTH#_____

dtech

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Allied Convention Service, Inc.
www.bredeallied.com

2502 Lake Orange Drive
Orlando, FL 32837
Ph: 407.851.0261
Fax: 407.859.3904
info@bredeallied.com

Advance Order Discount Deadline: January 8, 2016

Graphics

DISTRIBUTECH CONFERENCE & EXHIBITION

Brede/Allied can provide you with high quality digital signs and graphics to enhance the overall image of your booth. Prices below are for the output only of your fully prepared digital files, standard single sided graphics. Double sided graphics are available for 50% more of the original price.

Standard Signs

Qty	Size	Advance	Standard	Subtotal	Qty	Size	Advance	Standard	Subtotal
____	8 1/2"x11" Easel Back	$ 15.75	$ 23.75	____	____	22"x28"	$ 108.25	$ 162.50	____
____	14"x22"	$ 73.50	$ 110.25	____	____	28"x44"	$ 161.75	$ 242.75	____

___ Horizontal ___ Vertical Sign Copy _____

Custom Size Graphics

(10 sq ft minimum order)

Length (feet) _____ x *Width* _____ = *Square* _____ x $ *20.00 per sq ft* $ *30.00 per sq ft* *Advance* *Standard* *Subtotal* _____

___ Banner ___ Foamcore ___ Ultraboard ___ Plexi ___ Showcard ___ Sintra ___ Other _____

Art Specifications

High-Quality Printing

For the best **quality** prints, please send vector artwork created in either **Adobe Illustrator or Adobe Design**. Please use the following guidelines when sending vector artwork:

- We are currently using Adobe Creative Suite 6. Adobe CC users need to save files down to version CS6 before sending.
- Please send all ready to print signs and sponsor logos in CMYK color **mode.**
- **Acceptable vector file types:** .AI, .EPS, .PDF and .INDD. **IMPORTANT:** if sending InDesign (.INDD) files, please include a .IDML file plus all document links and fonts to ensure we can open your art without issues.
- **Please convert all text to outlines,** if you can't outline text, please send us the fonts used. If you need to send fonts, please send only TrueType (.ttf), OpenType (.otf) fonts or Adobe Postscript.
- Build your Blacks-we recommend C: 50 M: 50 Y: 50 K; 100.
- **If you have critical color matching needs**, you must provide the following: All relevant Pantone color values - we accept Solid coated values only or a small printed sample of the art that you need to have reproduced here.
- Please specify the scale of your artwork (i.e artwork scaled down 25% of finished size).
- If you must send artwork that was not created in either Adobe Illustrator or InDesign, we will accept rasterized art created in Adobe Photoshop. Please follow these guidelines:
  - ∗Any ready to print signage that is larger than 8 1/2"x11" needs to be at least 150 dpi at full size.
  - ∗Acceptable raster file types: .TIF, .JPG and .PDF.
  - ∗**DO NOT** send crops or bleeds on your artwork, logos or artwork that were downloaded from Google Images or websites.

Brede/Allied can send you templates and guides for creating banners, posters and freestanding signage on request.

How to Send Artwork

CD-R/RW DVD-R/RW Thumb Drive Email FTP Dropbox WeTransfer HighTail

Acceptable File Types for Copy/Paste

Microsoft Word Microsoft Excel Microsoft PowerPoint Email

Important Notes

- Prices noted are for Output Only of your fully prepared Digital Artwork. Layout, composition or file manipulation of any kind, if required will be billed at a rate of $150.00 per hour.
- Custom styles & sizes are available. Please contact info@bredeallied.com
- Graphics require prepayment and include a 100% cancellation policy.
- A credit card on file is required when using Brede/Allied.

Form Total

Subtotal $ _____
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dtech

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Fax: 407.859.3904
info@bredeallied.com

DISTRIBUTECH® CONFERENCE & EXHIBITION

Booth Identification Sign

SIGNS WILL NOT BE PROVIDED TO ISLAND EXHIBITORS

7” X 44” IDENTIFICATION SIGN

Each exhibitor, except islands, can be furnished a complimentary standard 7” x 44” I.D. sign which will carry the exhibitor’s name and booth number only. All orders must be received by January 22, 2016 to insure your I.D. sign is properly worded.

44”

7” _____(Company Name)

_____(Booth #)

MAXIMUM 45 CHARACTERS

PLEASE NOTE: If your signage requires more than forty five characters, it is necessary to order the sign on the Graphics Form included in this exhibitor kit.

COMPANY NAME:_____BOOTH#_____

dtech

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Fax: 407.859.3904
info@bredeallied.com

Orlando Labor Guidelines

DISTRIBUTECH® CONFERENCE & EXHIBITION

To assist you in planning for your participation in this convention, we're certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. To help you understand the jurisdictions the various unions have we ask you to read the following:

EXHIBIT INSTALLATION AND DISMANTLING

Currently we have an agreement with the Local IATSE Union to provide labor for display installation and dismantling. Full time employees of the exhibiting companies, however, may set their own exhibits without assistance from this local. Any labor services that may be required beyond what your regular full time employees can provide must be rendered by the Union. Labor can be ordered in advance by returning the Labor Order Form, or at showsite at the service desk. Proof of full time employment status may be requested by the Union Steward of any personnel working in your booth.

MATERIAL HANDLING

Exhibitors may hand-carry their materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. Brede/Allied will control access to the loading docks in order to provide for a safe and orderly move-in/out. Only full time employees of the exhibiting company will be allowed to hand-carry items. Unloading or reloading at the dock of any and all contracted carriers will be handled by Brede/Allied.

TIPPING

Brede/Allied requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all employees. Any request for such should be brought to the attention of a Brede/Allied representative at the service desk or correspondence may be directed to the attention of the General Manager at our Orlando address.

SAFETY

Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Brede/Allied cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form and the necessary ladders and tools will be provided.

Find more on Bredeallied.com

Brede EXPOSITION SERVICES
Allied Convention Service, Inc.
www.bredeallied.com

Add 30% to all Orders placed at Show Site

2502 Lake Orange Drive
Orlando, FL 32837
Ph: 407.851.0261
Fax: 407.859.3904
info@bredeallied.com

Labor

DISTRIBUTECH® CONFERENCE & EXHIBITION

Labor Rates

	Labor Hours		Per Laborer, Per Hour
STRAIGHT TIME	8am-4:30pm, Monday-Friday	$	84.75
OVERTIME	4:30pm-12am, Monday-Friday & 8am-12am, Saturday & Sundays	$	127.25
DOUBLE TIME	12am-8am, Monday-Sunday & all Holidays	$	169.50

Calculate Labor	Option (A or B)	Dates Required	Time	# Laborers Requested	Total Estimated Hours		Total Cost
Installation						=	$
Dismantle						=	$

SELECT:

☐ **Option A: Brede/Allied Supervised**

- All work performed & supervised by Brede/Allied Personnel
- Charge for supervisory service is 30% of total daily labor bill, with a $84.75 minimum
- Work performed under Brede/Allied supervision is straight time when possible

An outbound Bill of Lading must be completed and turned in at the Brede/Allied Service Desk

Installation

Shipped to ___Warehouse ___Show site___ Special Equipment Required:
Scheduled Delivery Date ___/___/___ _____
Shipment : ___Crates ___Boxes ___Carpet/Pad
Carpet (if not shipped): ___ from Brede/Allied ___None
Blueprints/Instructions: ___ Attached ___with Display (Crate #_____)
Electrical Under Carpet ? ___ Yes ____ No

Dismantle

Ship to: _____
Attn: _____
Address: _____
City, ST, Zip: _____

Official Show Carrier: __Ground __Air Telephone Number:
Other Carrier: _____ _____

OR:

☐ **Option B: Exhibitor Supervised**

- All work is performed under direction of the exhibitor.
- Exhibitor must meet labor at the Brede/Allied Service Desk at scheduled time.

Show Site contact: _____
Phone #: _____

Important Notes

- Starting time can be guaranteed only when labor is ordered for 8am
- Labor billed at a one hour minimum per laborer ordered and 1/2 hour increments thereafter
- Labor will not be assigned until the exhibitor reports to the service/labor desk
- Labor & services ordered for an exhibitor by other contractors, must be authorized, in writing, prior to show set up by the exhibiting company. A certificate of insurance must also be presented to Brede/Allied prior to any other contractor beginning work on the show floor. Payment for labor & services is the responsibility of the exhibitor
- Labor orders must be canceled 24 hrs prior to ordered time or a minimum of 1 hour per laborer ordered will be charged
- All charges must be paid prior to close of show
- A credit card on file is required when using Brede/Allied

Form Total

Subtotal $ _____
Est. Total $ _____

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COMPANY NAME:_____BOOTH#_____

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info@bredeallied.com

Forklift

DISTRIBUTECH® CONFERENCE & EXHIBITION

This order form is for labor and equipment that may be required **after** your shipments delivered to the booth. This service is available for assembly of exhibits, spotting skidded materials, and any work that requires lifting of heavy or bulky items.

Forklift Rates

This order must be confirmed with a signed work order from Brede/Allied Service Desk.

Labor Hours - One Hour Minimum

Straight Time	8am-4:30pm, Monday-Friday
Overtime	4:30pm-12am, Monday-Friday & 8am-12am, Saturday & Sundays
Double Time	12am-8am, Monday-Sunday & all Holidays

LIFT W/DRIVER ONLY (TO MOVE HEAVY ITEMS WITHIN THE BOOTH)	Straight Time/ Per Hour	Overtime/ Per Hour	Double Time/ Per Hour
_____Forklift - Up to 5,000 lb. Capacity	$155.75	$198.25	$240.50
_____Forklift - Up to 10,000 lb. Capacity	$175.75	$218.25	$260.50
RIGGING–LIFT			
____4 Stage (5K) w/operator	$230.75	$273.25	$315.50
_____Scissor Lift w/2 man crew	$409.25	$536.75	$663.50
4-HOUR MINIMUM ON CRANE ORDERS			
_____ Crane – Capacity 60,000 lb. w/operator & 2 riggers	$434.50	$561.75	$688.50
ADDITIONAL			
_____Man Cage	$71.00	$71.00	$71.00
_____Rigger	$84.75	$127.25	$169.50

- If you require a lift over 10K capacity, please contact Brede/Allied Customer Service for a quote.

Calculate Costs

	Dates Required	*Time*	*# of Laborers*	*Heaviest Piece (lbs)*	*Est. Hours (per Forklift)*		*Rate/Hour (see above)*		*Estimated Subtotal*
Install						X		=	
Dismantle						X		=	

Order Details

Please indicate work to be performed: __ Uncrating __ Un-skidding __ Re-skidding of Machinery
__ Installation/Dismantling of Header __ Other _____

- Time necessary for workers to get tools and report to the booth, to have worked checked by exhibitor and to return to the Customer Service Desk with the exhibitor to be signed out will be included in the time charged to the work order.
- All rates are based on current labor wage scales and are subject to change in accordance with existing wage scales at the time of the exposition.

Important Notes

- Forklifts must be ordered in advance for more than 5,000 lbs. capacity.
- One hour will be charged on orders cancelled without 24 hour notice.
- For additional Equipment needs not listed above, contact Brede/Allied's Customer Service Dept.

Form Total

Subtotal $ _____

Total $ _____

☐ Please check that you agree to our Payment Authorization Terms and acknowledge payments must be accompanied with order.

COMPANY NAME:_____BOOTH#_____

dtech

order online @ Bredeallied.com

Brede EXPOSITION SERVICES
Allied Convention Service, Inc.
www.bredeallied.com

2502 Lake Orange Drive
Orlando, FL 32837
Ph: 407.851.0261
Fax: 407.859.3904
info@bredeallied.com

DISTRIBUTECH CONFERENCE & EXHIBITION

Accessible Storage

THIS IS NOT AN ORDER FORM. THIS SERVICE MUST BE ORDERED ON SITE.

An accessible storage area will be available at the facility, whenever possible, for the exhibitor's literature and giveaway items. Brede/ Allied staff will be available to access storage items during show hours, one hour prior to show opening and 1/2 hour after show closing each day. Due to fire regulations and for security purposes, NO large deliveries can be made during show hours. Only items that can be hand-carried from the storage area to the booth will be delivered during show hours. All materials in storage on the last day of the show will be returned to designated booths at the close of the show. Show Management reserves the right to stop deliveries at any time during show hours, so please schedule deliveries prior to the show opening each day. *PLEASE NOTE:* This is Accessible Storage, not Secured Storage. This is not Empty Storage. Accessible Storage items may not be the first items returned to your booth at the close of the show.

SET UP:	One time set up charge:	$138.00
STORAGE:	Size of Storage Space (sq. ft.)	Rate (per day)
	0-25	$138.00
	26-50	$207.00
	51-100	$276.00
	101-150	$345.00
	151 and over	$416.50
ACCESS RATES:	There is a 1/2 hour labor charge (minimum) each time something is placed into or removed from accessible storage. The charge will be applied at the corresponding rate for the time it is accessed.	
LABOR ACCESS CHARGES:		Rate (per hour)
Straight Time:	8am-4:30pm, Monday-Friday	$84.75
Overtime:	4:30pm-12am, Monday-Friday &	$127.25
Double Time:	12am-8am, Monday-Sunday & all Holidays	$169.50

All goods stored with Brede/Allied are stored at your own risk. Accessible storage is intended strictly for giveaway items. Valuables should not be placed in Accessible Storage. We shall not be liable for any injury, loss, theft or destruction, including but not limited to act, breach of contract, breach of warranty, water, condensation, fires, floods, Acts of God, or any act beyond our sole control. We are not liable for any direct, consequential or incidental damages nor for loss which may be incurred. We are not liable for or chargeable with any loss of sales, income, resale, commissions or brokerage, for any freight or drayage.

Find more on Bredeallied.com

Brede EXPOSITION SERVICES
Allied Convention Service, Inc.
www.bredeallied.com

Notification Required by: January 8, 2016

2502 Lake Orange Drive
Orlando, FL 32837
Ph: 407.851.0261
Fax: 407.859.3904
info@bredeallied.com

DISTRIBUTECH® CONFERENCE & EXHIBITION

Procedures and Regulations
For Non-Official Exhibitor Appointed Contractors

If an exhibitor plans to use a contractor other than Brede/Allied to unpack, erect, assemble, dismantle, or pack displays and/or equipment, or wishes to appoint a contractor to perform other services (except those for which no exception is allowed), the following regulations and procedures apply:

- **The exhibiting firm must send notification of their selected contractor to Brede/Allied by January 8, 2016 (notification from the exhibitor's contractor is not acceptable).**

- **Prior to January 8, 2016, furnish Brede/Allied with the name of all contractors,** including address, phone number and primary contact person, the name(s) of the contractor's on site supervisor(s), and the nature of the services being performed.

- **The non-official exhibitor appointed contractor (any contractor who will be performing services for the exhibitor in the Convention Center) must provide Brede/Allied with a proper Certificate of Insurance by January 8, 2016. No exceptions after the deadline date.** Also, the contractor must provide PennWell with a list of other clients the contractors will serve.

- **All non-official exhibitor appointed contractors must abide by the Union Jurisdiction in force and observe the facility's regulations and DISTRIBUTECH 2016 Rules and Regulations. Wristbands must be worn during all set-up days.**

- All non-official exhibitor appointed contractors will be permitted to maintain their check in desk and service desk only within the **confines of their clients' display space**, and **shall not** maintain a desk in the aisles of the DISTRIBUTECH 2016 exhibit floor. Brede/Allied *may* provide an area for ladder and job box storage.

- **Brede/Allied has been deemed the official cleaning contractor. Outside contractors or exhibitors will not be permitted to provide cleaning service to their contracted booth space.**

Find more on Bredeallied.com

Brede EXPOSITION SERVICES
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Request for Non Official Appointed Contractor Deadline:
January 8, 2016

2502 Lake Orange Drive
Orlando, FL 32837
Ph: 407.851.0261
Fax: 407.859.3904
info@bredeallied.com

DISTRIBUTECH® CONFERENCE & EXHIBITION

Request For Set-Up By Non-Official Exhibitor Appointed Contractor

The unpacking, erection, assembling, dismantling, and packing of displays and equipment must be done by the correct type of Union labor. Brede Exposition Services/Allied Convention Service, Inc., the official contractor, will have skilled craftsmen available to assist Exhibitors. Arrangements for labor should be made through Brede/Allied in advance whenever possible. Official labor forms are included in this Exhibitor Service Manual.

Exceptions to the foregoing will be considered only in cases where permission has been requested in writing by the Exhibitor and received by Brede/Allied no later than **January 8, 2016.** Exceptions will be granted only if it will not interfere with or prejudice the orderly set-up, interim service, or dismantling of the Exposition. An exception will not be granted if it is inconsistent with the commitments made and obligations assumed by Management in any contact with service contractors of its lease with the **Orange County Convention Center.** For services such as electrical, plumbing, telephone, drayage, rigging and booth cleaning, no exception will be made, and the contractor designated by Management will be used.

All agents representing the Exhibitor must be fully identified by the official Management badge. All agents or representatives who are performing services other than the Exhibitor's own employees must provide Brede/Allied with **Certificates of Insurance naming Brede Exposition Services/Allied Convention Service, Inc., PennWell Corporation, DISTRIBUTECH and the Orange County Convention Center as additional insured's** at the time that a request for an exception is made. These Certificates of Insurance must include public liability and property damage insurance for at least $1,000,000, and workmen's compensation insurance in accordance with local law.

Exhibitors wishing to use a contractor other than Brede/Allied to set up and dismantle their exhibits must fill out this form and return to us no later than the date shown above. If this form and the certificate of insurance from the non-official contractor are not received by January 8, 2015, your non-official contractor will be allowed to supervise only. All labor must then be hired from Brede/Allied for installation and dismantle of the exhibit. There are no exceptions after the deadline date. Submit this form and a Certificate of Insurance via email, fax or US Mail.

EVENT	DISTRIBUTECH 2016		
COMPANY NAME		BOOTH #	
NON-OFFICIAL CONTRACTOR			
CONTRACTOR ADDRESS			
EMAIL			
PHONE#		FAX#	
ESTIMATED ARRIVAL AT SHOW		# OF WORKERS	
AUTHORIZED BY		TITLE	

Find more on Bredeallied.com